

Schedule 73

BOARD OF BARBER EXAMINERS

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

73

AGENCY, BOARD OR COMMISSION

BOARD OF BARBER EXAMINERS

DIVISION, BUREAU OR OTHER UNIT

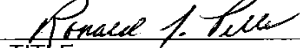
**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes edition of October 14, 1994

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

Director

DATE

5/2/05

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVIST

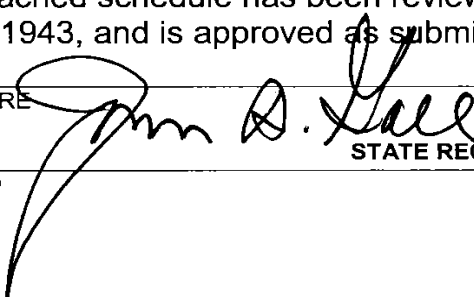
DATE

May 5, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

5/6/05

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

INDEX

SCHEDULE 73 BOARD OF BARBER EXAMINERS

	Item	Page
<u>BARBER SCHOOL RECORDS</u>	73-3	8
APPLICATION FOR A LICENSE TO OPERATE A SCHOOL OF BARBERING	73-3-1	8
ASSISTANT INSTRUCTOR APPLICATION.....	73-3-2	8
BARBER SCHOOL INSPECTION REPORT	73-3-3	8
BONDS	73-3-4	8
COMPLAINT FORMS	73-3-5	8
OUTLINE OF CURRICULUM	73-3-6	8
REPORT OF STUDENT HOURS EARNED	73-3-7	8
<u>BARBER SHOP RECORDS</u>	73-2	7
BARBER SHOP INSPECTION LOG SHEET	73-2-1	7
BARBER SHOP INSPECTION REPORT	73-2-2	7
LICENSE TO OPERATE REPLY CARD (OBSOLETE 1999).....	73-2-3	7
REQUEST FOR BARBER SHOP INSPECTION (CHANGE OF LOCATION).....	73-2-5	7
REQUEST FOR BARBER SHOP INSPECTION (NEW LICENSE).....	73-2-4	7
REQUEST TO TRANSFER BARBER SHOP REGISTRATION NUMBER.....	73-2-6	7
TRAVEL LOG FOR BARBER SHOP INSPECTOR (OBSOLETE 2002) ..	73-2-7	7
<u>GENERAL BARBER RECORDS</u>	73-4	8
CALL BACK INSPECTION FORM.....	73-4-1	8
DEPOSIT RECEIPTS	73-4-2	9
GENERAL RENEWAL BOOK.....	73-4-3	9
MASTER MAILING LIST	73-4-4	9
NOTICE OF PUBLIC HEARING	73-4-5	9
PETITIONS	73-4-6	9
RENEWAL NOTICE	73-4-7	9
ROUTE HISTORY REPORT (FORMERLY BARBER SHOPS INDEX) ...	73-4-8	9
STUDENT HOURS INDEX (FORMERLY INDEX STUDENT HOURS) ...	73-4-9	9
TRANSCRIPT OF HEARING.....	73-4-10	10
<u>MISCELLANEOUS RECORDS</u>		
RECORDS DISPOSTION REPORT (BLANK FORM)		11

<u>PROFESSIONAL LICENSURE RECORDS</u>	73-1	6
EXAMINATION BOOKLETS AND ANSWER SHEETS	73-1-2	6
EXAMINATION GRADESHEETS	73-1-3	6
EXAMINATION QUESTIONS	73-1-1	6
LICENSE LISTING (OBSOLETE 2000)	73-1-4	6
LICENSE OF BARBERS LOGBOOK	73-1-5	6
LICENSURE JACKETS	73-1-6	6

SCHEDULE NO. 73 - BOARD OF BARBER EXAMINERS

73-1 PROFESSIONAL LICENSURE RECORDS

73-1-1 EXAMINATION QUESTIONS

Written examination questions are administered by the Board of Barber Examiners for licensing registered barbers and instructors.

For each examination administered, retain one set of questions for 10 years or dispose 5 years after superseded, whichever is later.

73-1-2 EXAMINATION BOOKLETS AND ANSWER SHEETS

Quarterly written test to determine the educational fitness of barber applicants and registered barber instructor applicants.

Dispose of 2 years after examination.

73-1-3 EXAMINATION GRADESHEETS

Record of practical examination grades administered to barber and Barber Instructor Applicants.

Dispose of after grades have been entered in the LICENSE OF BARBERS LOGBOOK.

73-1-4 LICENSE LISTING (OBSOLETE 2000)

Listing of active and inactive barbers.

Dispose of after superseded, provided audit has been completed.¹

73-1-5 LICENSE OF BARBERS LOGBOOK

Record of registered barbers by license number. Information includes: license number, name, address, barbering school, graduation date, examination date and grades, license issuance date, etc. For instructors, the license number, name, address, examination date, grades and license issuance date are listed.

ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

73-1-6 LICENSURE JACKETS

Confidential jacket containing essentially the same documents for all barbers. Jacket cover data may include license number, profession, name, address, school, graduation date, examination dates, date of certification, and remarks. Documents within the jacket may include: photographs of applicant, Application for Certificate to Practice Barbering, Examination Report, Student Entrance Notification, Apprentice Record File Card, Examination Identification Card, Barbering School Diploma (copy), High School Diploma (copy), Birth Certificate (copy), License Reply Card, Apprentice Location Reply, etc.

Dispose of after verification of death, OR, 100 years after date of birth, whichever is sooner.

73-2 BARBER SHOP RECORDS

73-2-1 BARBER SHOP INSPECTION LOG SHEET

Record of the total number of barber workstations and/or shops inspected during the fiscal year. This information is used to prepare the Annual Report to the Governor. Data includes: inspector's name, licensee's name, address of shop, date inspected, inspection rating, etc.

Dispose of 1 year after completion of the annual report, provided audit has been completed.¹

73-2-2 BARBER SHOP INSPECTION REPORT

Annual inspection report of the prescribed sanitary requirements for barber shops. A written report of each such inspection is left with the barber shop and a copy is also filed in the Examiner's Office.

Dispose of 2 years after all violations have been corrected, provided audit has been completed.¹

73-2-3 LICENSE TO OPERATE REPLY CARD (OBSOLETE 1999)

Return postage reply card verifying that the Barber Shop License was delivered to the applicant. **Immediately dispose of obsolete records.**

73-2-4 REQUEST FOR BARBER SHOP INSPECTION (NEW LICENSE)

Application for the inspection of a new barber shop prior to receiving a Barber Shop License. Form lists information relative to the ownership, equipment, and physical characteristics of the facility, and is signed by the barber shop owners and notarized.

Dispose of 2 years after barber shop ceases operation, provided audit has been completed.¹

73-2-5 REQUEST FOR BARBER SHOP INSPECTION (CHANGE OF LOCATION)

Application for the inspection of a barber shop change of location. Form lists information relative to the ownership, equipment and physical characteristics of the facility and is signed by the barber shop owners and notarized.

Dispose of 2 years after barber shop ceases operation, provided audit has been completed.¹

73-2-6 REQUEST TO TRANSFER BARBER SHOP REGISTRATION NUMBER

Application is made to transfer barber shop registration number to another owner. Information includes: name and address, shop manager/supervisor, days and hours of operation, and is signed by applicant and notarized. This record also contains a release of the Certificate of Registration for Transfer.

Dispose of 2 years after barber shop ceases operation, provided audit has been completed.¹

73-2-7 TRAVEL LOG FOR BARBER SHOP INSPECTOR (OBSOLETE 2002)

Expense report used in reference with the tabulation of the barber shops inspected.

Immediately dispose of obsolete records, provided audit has been completed.¹

73-3 BARBER SCHOOL RECORDS

73-3-1 APPLICATION FOR A LICENSE TO OPERATE A SCHOOL OF BARBERING

Application submitted to the Board of Barber Examiners requesting a license to conduct a school or college of barbering.

Dispose of 15 years after issuance or denial of license.

73-3-2 ASSISTANT INSTRUCTOR APPLICATION

Application of a licensed barber who wishes to become an assistant instructor in a barbering school. Record includes date and state of current barbering license, college credit earned location of college, and statements of intent for continuing education.

Dispose of after achievement of instructor status, OR, after 6 years, whichever is sooner.

73-3-3 BARBER SCHOOL INSPECTION REPORT

Annual inspection report of the prescribed sanitary requirements for a school or college of barbering. A written report of each such inspection is left with the school and a copy is also filed in the Examiner's Office.

Dispose of 2 years after all violations have been corrected, provided audit has been completed.¹

73-3-4 BONDS

Affidavit attesting that a barbering school or college continuously maintains a surety bond, as required by state statutes. Exceptions, Nebr. Rev Stat. § 71-208.04, 1943.

Dispose of 10 years after release, replacement, or expiration of bond.

73-3-5 COMPLAINT FORMS

Formal form used to submit complaints to the board regarding licensed barbers, instructors or the owner of a barber shop or school.

Dispose of upon resolution by public hearing or 2 years after last activity, whichever is sooner.

73-3-6 OUTLINE OF CURRICULUM

Synopsis of the course and practical study being offered at a barber school or college. This material must be approved by the Examining Board before being offered as part of instruction.

Dispose of after superseded.

73-3-7 REPORT OF STUDENT HOURS EARNED AND CLINICAL SERVICES PERFORMED

Monthly report of the student hours and quarterly report of clinical services performed.

Dispose of after hours are recorded into the INDEX OF STUDENT HOURS and all licensing requirements have been met.

73-4 GENERAL BARBER RECORDS

73-4-1 CALL BACK INSPECTION FORM

Form used when an inspector has to re-inspect a barber shop or barber school to determine if a violation has been corrected. A fee is assessed to the barber or barber shop owner for the callback inspection.

Dispose of 5 years after inspection, provided audit has been completed.¹

73-4-2 DEPOSIT RECEIPTS

Verification of renewal fee payments from all licensees. Computer report consists of received date, license number, renewal receipt number and total amounts paid, found in the database.

Dispose of after 5 years, provided audit has been completed.¹

73-4-3 GENERAL RENEWAL BOOK

Listing of renewal activity for barbers, barber shops, instructors and assistants, and schools. Information may include add-ons, fees or prices, receipt number, renewal number, etc.

Dispose of after 5 years, provided audit has been completed.¹

73-4-4 MASTER MAILING LIST

Computer reports consist of barber shops, barbers, barber schools and barber instructors.

ORIGINAL REPORT: Dispose of after superseded or obsolete.

ELECTRONIC DATA: Dispose of after superseded or obsolete.

SECURITY BACKUP COPY: Backup weekly, dispose of after superseded.

73-4-5 NOTICE OF PUBLIC HEARING

Notice of public hearings of the Board of Barber Examiners to resolve point(s) in question.

Information includes purpose of hearing, time, place and concerned parties.

Dispose of 2 years after date of hearing.

73-4-6 PETITIONS

Formal list of registered barbers, representing a substantial portion of the profession, petitioning the Nebraska Board of Barber Examiners to give consideration to or investigate a particular issue.

Retain as part of transcript of hearings.

73-4-7 RENEWAL NOTICE

Notification to licensee of the expiration date and fees for license renewal.

Dispose of after 5 years, provided audit has been completed.¹

73-4-8 ROUTE HISTORY REPORTS (FORMERLY INDEX, BARBER REPORTS)

Annual report contains shop name and owner, license number, date of last inspection, rating received, compliance and violations issued and inspection comments.

ORIGINAL REPORT: Dispose of after superseded.

ELECTRONIC DATA: Dispose of after superseded.

SECURITY BACKUP COPY: Backup weekly, dispose of after superseded.

73-4-9 STUDENT HOURS, INDEX (FORMERLY INDEX, STUDENT HOURS)

Index of barber students, school of enrollment and the total number of accredited hours.

ORIGINAL REPORT: Dispose of after all licensing requirements are met.

ELECTRONIC DATA: Dispose of after all licensing requirements are met.

SECURITY BACKUP COPY: Backup weekly, dispose of after superseded.

73-4-10 TRANSCRIPT OF HEARING

Original transcript of public hearing before the Board of Barber Examiners. Record includes attending board members, counsel, defendant, Notice of Public Hearing, Petition, testimony, exhibits, transcribers' certificate and receipt of postal delivery.

Dispose of 15 years after date of hearing, subject to review by the State Archivist before disposal for possible accession.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

--

DATE	SIGNATURE
------	-----------

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet